



2025 Legislative Session Intern

About CWHBA

The Central Washington Home Builders Association (CWHBA) is a respected not-for-profit trade organization that has been an integral part of residential construction and remodeling in Central Washington for over 65 years. Serving six counties, CWHBA is committed to professionalism, honesty, and integrity in home building.

Internship Overview

The Legislative Intern will play a key role in supporting the Government Affairs team with member communication, outreach, and testimony preparation. This position offers a unique opportunity to gain experience in public policy advocacy, legislative processes, and stakeholder engagement, guided by the Building Industry Association of Washington (BIAW). The intern will assist in tracking relevant legislative activities, engaging with members, and providing critical support for testimony and advocacy efforts at the state and local levels.

Educational Environment

The internship is structured to provide on-the-job training, collaboration, and learning opportunities, preparing interns for real-world applications.

Learning and Development

Throughout the internship, the intern will engage in tasks and projects that enhance their knowledge and skills, receiving guidance and feedback to support their educational growth.

Duties & Responsibilities

- **Member Communication:** Assist in drafting and distributing communications to members regarding legislative issues, policy changes, and advocacy opportunities.
- **Testimony Support:** Help prepare testimony, legislative committee schedules, and supporting materials for BIAW's legislative initiatives. Engage with CWHBA members to encourage active participation in legislative advocacy efforts.
- **Legislative Research & Policy Tracking:** Research and monitor state and local legislative developments affecting the home building industry. Provide summaries, talking points, and analysis to support advocacy efforts. Assist in preparing updates for internal stakeholders.
- **Administrative Support & Event Assistance:** Support the planning and execution of 2025 legislative visits and events, including meetings with lawmakers and policy forums. Provide general administrative support for the Government Affairs Director, assisting with managing legislative files, data, and reports.

Intern may perform all or some of the responsibilities above and other related duties as assigned.

Preferred Qualifications

- Current enrollment in a degree program in political science, public policy, communications, or a related field.
- Strong interest in legislative advocacy and public policy.
- Excellent written and verbal communication skills.

- Detail-oriented with strong research and organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and general office tools.

Work Environment

- The internship schedule will accommodate the intern's academic commitments and will average 20-25 hours per week.
- Tasks are designed to support the work of paid employees, ensuring the intern receives meaningful and applicable real-world learning experiences.
- The position involves active participation in event setup and execution, requiring mobility and occasional lifting of materials.

Compensation

- **\$18 to \$20 per hour**, depending on the intern's level of education and relevant experience, with higher compensation for advanced education or prior experience in public policy or government affairs.
- This is a **temporary position for the 2025 legislative session**, with an estimated duration from January 13, 2025, to April 30, 2025.
- Opportunity to gain hands-on experience in government affairs, member outreach, and legislative advocacy.
- \$45 per month cell phone stipend

Contact

Andi Hochleitner, Government Affairs Director: Ahochleitner@cwhba.org

Candidates interested in this educational internship opportunity should complete the online application, including a resume and a cover letter detailing their academic and professional aspirations. Apply here:

<https://centralwashingtonhomebuildersassociationoctober052023.growthzoneapp.com/ap/Form/FillV2/LEkEBc9p?cid={{HCIContactId}}>

Non-Discrimination and Employment Eligibility

CWHBA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, or any other status protected by applicable law. We are committed to creating a diverse and inclusive workplace.

All candidates must be eligible to work in the United States. Proof of eligibility will be required upon hire.